



## Job Description: **Youth Development Professional**

Reports to: Site Supervisor & Area Director

A Youth Development Professional is a staff that will plan daily enrichment activities and programs and provide support for the day-to-day operations.

### **Administrative Duties**

- Complete an Activity Calendar and supply list each month.
- Complete lesson plans for daily activities as requested.
- Complete Program Lesson Plans and paperwork as requested by the Program Director.
- Complete & communicate Accident Reports, Incident Reports, and Written Reprimands as necessary.
- Submit paperwork by the assigned deadlines.
- Participate in weekly or bi-weekly staff meetings.
- May be asked to register on bgca.org and the EdApp for training opportunities.
- Attends all designated BGCF and Fullerton School District meetings and conferences/trainings assigned by the Site Supervisor and Area Director.

### **Daily Responsibilities**

- Implement the Mission Statement and 5 Key Elements.
- Communicate professionally, honestly and fairly with members, school faculty, community partners, staff, and parents.
- Promotes safety of the members.
- Prepare materials and follow the Activity Calendar and Programs schedule daily
- Implement programs as requested by the Program Director.
- Post classroom expectations and redirect members as needed.
- Provides guidance and structure in a classroom setting by creating a positive learning environment during daily activities.
- Provide recognition and plan monthly celebratory events for Power Hour and Programs.
- Follow the posted cleaning schedule. Daily cleaning responsibilities may include sweeping, mopping, cleaning the restrooms, sanitizing areas, etc.
- Assist with additional tasks as requested by the Site Supervisor.

**Salary: Pay ranges from \$15.50-\$18.00 an hour.**

This job description is not meant to be all-inclusive and may be changed or amended with proper notice to the employee. By signing this, the employee acknowledges that he/she/they is an at-will employee with the Boys & Girls Clubs of Fullerton. This means that at any time the employee or the Boys & Girls Clubs of Fullerton can terminate the relationship at-will.